Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140149-8

SECRET
Classification

REPORTS INVENTORY

CONTROL NO. DDS/OTR/155 - 22

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

External Training Completion Report

2. TYPE OF REPORT: [X] STATISTICAL [ ] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [x] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify); [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED: 2

5. FREQUENCY (weekly, monthly, quarterly, etc.): semi-annually

6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form computer print-out, etc): Listing

8. ADP PROCESSING: [ ] YES [x] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)

AIR/ISS/TR

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None (data from Form 136 - Request for Training at Non-Agency Facility, and Form 2313 - External Training Status Record

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-9	$5.70		10		$ 57.00		2		$114.00
GS-8	4.90		10		49.00		2		98.00
GS-4	3.20		130		416.00		2		832.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	$1,044.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[✓] RETAIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] DISCONTINUE

ESTIMATED SAVINGS: MAN-HOURS: 0; DOLLARS: 0

16. DATE OF INVENTORY: 6 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: [redacted] Training Officer

18. EXTENSION: [redacted]

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FORM 9-70 142 (22-36-43)